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GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
DIVISION OF COLLEGE & CAREER READINESS  
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NASHVILLE, TN 37243-0380

**BRUCE OPIE**  
COMMISSIONER

**MEMORANDUM**

**TO:** Special Education Supervisors

**FROM:** Kathi Rowe, Director of Program Management Services

**SUBJECT:** Annual Count of Parentally-placed Private School Children with Disabilities

**DATE:** November 19, 2010

As you are aware the federal regulations require that a proportion of your federal funds be used to provide services to children with disabilities in private schools. The focus of this memorandum is to provide guidance to LEAs following the requirements of 20 U.S.C. 1412(a) (10) of IDEA 2004 regarding: (1) the LEA responsible for providing equitable special education and related services to parentally-placed private school children with disabilities, and (2) determining the proportionate share calculation of Federal funds to be expended by the LEA for such children attending private schools located in their school district. The re-authorization of IDEA 2004 requires LEAs to consult with representatives of private schools and conduct a thorough and complete child find process to determine the number of parentally-placed children with disabilities attending private schools *located within the jurisdiction of the LEA*. This means that representatives of private schools have only one LEA to consult to ensure that children with disabilities enrolled in their private schools can participate in IDEA equitable services. For additional information, please refer to 34 CFR 130 – 133 and Appendix B to Part 300 – Proportionate Share Calculation.

It is the LEAs responsibility to arrive at the “proportionate amount” of federal funds for your system to spend on providing services to children with disabilities in private schools. However, if you will complete the information requested on the attached page through “C. *Total # of eligible children in your jurisdiction*”, I will compile your actual proportionate amount for the 2011-12 school year when I have the allocation amounts. In order for you to know what proportion of IDEA Part B funds (ages 3-21) must be spent on providing these services; you must know the number of parentally-placed private school children with disabilities within your LEA jurisdiction for that age group.

Enclosed are the forms needed to calculate the proportional amount for the 2011-2012 school - year. Please return this information to your Management Consultant by December 22, 2010. If you have any questions concerning this matter, please call your Management Consultant or Kathi Rowe at 615-253-1987.

cc: Joseph Fisher  
RRC Coordinators  
Management Consultants



PROPORTIONATE SHARE CALCULATION FOR  
PARENTALLY-PLACED PRIVATE SCHOOL  
CHILDREN WITH DISABILITIES for **SY 2011-12**

School System:

Contact Person:

Date:

Phone Number:

IDEA, PART B: As of December 1, 2010 enter the:

- A. Total # of **eligible** children with disabilities in public schools within your LEA
- B. Total # of parentally-placed **eligible** children with disabilities in private elementary and secondary schools located within the LEAs jurisdiction
- C. Total # of **eligible** children in your jurisdiction

3-21 Years

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**TO BE COMPLETED BY SEA:**

D. Total Federal flow-through funds for 611 (3-21 years) for **SY 2011-12** are \$ \_\_\_\_\_

**FORMULA FOR CALCULATING PROPORTIONATE SHARE for 611:**

$$\frac{(D)}{\text{Avg. Allocation per eligible child**}} \div (C) = \text{Avg. Allocation per eligible child*}$$
$$\text{Avg. Allocation per eligible child**} \times (B) = \$$$

This amount is the proportionate amount, i.e.; the money that must be spent for the group of parentally placed children in private schools.

\* Calculate to four decimal places.

**NOTES:**

1. Proportionate share for parentally placed private school children is based on the total number of eligible children residing in your LEA jurisdiction, **not** eligible children served.
2. **DO NOT** count children identified as functionally delayed or intellectually gifted in any of the above counts.

**Due: December 22, 2010**